2.10 KERALA

2.10.1 Administration: No change in the administrative set up took place during the period under review.

Staff consisting of one Editorial Assistant, one Assistant Archivist Grade II, one Assistant Grade I and one L.D.Clerk posted to the Cellar of the Public (English Records) Department, Secretariat, from this department listed and varified the non-current Government files to be transferred to this department.

The Junior Editor of this Department attended to the compilation of an 'Archives Manual' which he completed during the year under report. A proposal for the re-organisation of the department is under the active consideration of Government.

2.10.2 Budget: During the period under review a sum of Rs.5,28,000 was spent out of the budget provision of Rs.5,31,600 on the non-plan side and a sum of Rs.48,500 was spent out of the budget provision of Rs.1,00,000 on the plan side. For 1979-80, a sum of Rs.5,72,200 is provided on the non-plan side and a sum of Rs.2,00,000 on the plan side.

2.10.3 Building : The Directorate and its three Regional Archives at present function in Government buildings. However, there is a proposal to construct a modern Archives building in Trivandrum to cope up with the expanding activities of this department.

2.10.4 Record Management: During the period under report 3,000 records of the Huzur Office of the former Princely State of Travancore (1050-1081 M.E) were listed. 500 cadjan records (Ola) of the Neettu records were copied during the period. Copies of the Fort St. George Gazette and Malabar Gazettes of India etc. were examined and verified. In addition, 6,000 Library books were verified and listed. firm retention schedule is presently being formulated.

2.10.5 Research and Reference: During the period, 17 scholars availed themselves of the research facilities 5 records, especially related to land revenue, were requisitioned by Government agencies and 356 records were requisitioned by research scholars. Also, 9 queries from private individuals were attended to and 104 applications from private individuals for certified copies were dealt with.

2.10.6 Reference Media: In order to prepare reference aids physical verification of records has been undertaken. The work is yet to be completed. List of the cadjan records and D.O. letters were prepared.

2.10.7 Publication Programme: Work regarding preparation of the Archives Manual was nearly completed. The quarterly Archives Newsletter continued to be published.

2.10.8 Preservation of Records: During the period under report 225 sheets were flattened, 6336 sheets were repaired with tissue paper and chiffon, 442 sheets were guarded and 2234 sheets were bound.

2.10.9 Photo Duplication: The State Archives has no microfilming unit of its own.

2.10.10 Library: During the period 33 books were acquired.

2.10.11 Other Activities: Exhibition in connection with the 'Archives Week' was organized at Trivandrum, Dr.C.K. Kareem, State Editor of Kerala Gazetteers, also gave a talk over All India Radio in this connection. Besides, during the period one Assistant Superintendent, two Assistant Archivists Grade I, two Menders and one Binder of this department received training in the Tamil Nadu Archives for short durations.